

JOB OPPORTUNITY

Franchise Tax Board is an equal employment opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

☐ Permanent
Full-time

☐ Permanent
Intermittent

X Limited-term
(Temporary)
Length **Varies**

☐ Formal Training
and Development
Assignment

Position Title: Seasonal Clerk

Location: Central & District Offices

Salary Range: **\$7.91 - \$9.04 Per Hour (Days)**

\$8.37 - \$9.50 Per Hour (Swing)

Swing shift receive .45 cents per hr. differential pay

Classification:

Section/Unit:

Number of Vacancies: **1000+**

Seasonal Clerk

Central & District Offices

Applicants Must be 18+ Years of Age

All applicants not currently employed with the Franchise Tax Board will be subject to a pre-employment background investigation. The investigation will consist of completion of a pre-employment questionnaire, fingerprinting, and an inquiry to the Department of Justice to disclose criminal records.

Applicants on public assistance under the *Calworks Program* and *Temporary Assistance for Needy Families (TANF)* will be given priority. A letter from the County Welfare department verifying TANF status must be submitted with your application.

Job Description: (includes typical duties)

Seasonal Clerks are temporary employees, working mostly during tax season, January-May, up to 194 days per year. Most duties require meeting production and accuracy standards. Generally, tasks may include, but are not limited to:

- Open & extract contents of incoming mail • Prepare work for processing • Write information on forms • Lift/move loads averaging 5-15 lbs • Lift boxes averaging 25-45 lbs • Push carts weighing 45-135 lbs • Pull cages of mail 1000-2000lbs
- Sit, walk, or stand for prolonged periods of time • Stooping, bending, and kneeling are necessary • Some overhead reaching and lifting • Some tasks require repetitive wrist, arm and shoulder actions • Sort and file • Organize, sort, staple, & stamp ID numbers on documents • Order supplies • Use personal computer/video terminal up to 7-8 hrs/day • Make routine adjustments/corrections • Operate motorized cart • Drive State vehicles • Use bar scanning equipment • Inventory control • **PC/data entry/keyboarding skills are desirable**

Be sure to note any special skills on your application

Required Knowledge, Skills, Abilities:

- Ability to read, write, and speak English
- Excellent attendance and the ability to arrive on time are necessary
- Ability to follow verbal and written directions
- Ability to do simple clerical work
- Ability to work well alone and with a team
- Ability to be flexible in response to changing workloads and priorities

Benefits:

- Light Rail and bus service—Regional Transit discount tickets
- Three on-site child care facilities
- Free parking
- Close to freeway access
- Onsite college courses

Application form (STD 678) can be found at www.ftb.ca.gov

Mail or hand deliver your application by **February 28, 2007**.

Contact Person: **Personnel Services**

Telephone Number: **(916) 845-3650—Automated Assistant, leave your name and the number where you can be contacted.**

Address/Room Number: **Personnel Services, PO Box 550, Sacramento CA 95812-0550-Attn: Hiring Coordinator**

Special Instruction: FTB Employees can Hand Deliver or route to Personnel Services at **M/S A-161**.

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.
The California Relay Service telephone numbers are: (from TDD Phone) (800) 735-2929; (from Voice Phone) (800) 735-2922.